

TOWN OF GROTON
LAND USE APPLICATION
PART ONE

PLEASE CHECK THE APPROPRIATE LINE(S) AND ATTACH THE REQUIRED APPLICATION(S):

SUBDIVISION OR RESUBDIVISION	_____	COASTAL SITE PLAN REVIEW	_____
SITE PLAN	_____	SPECIAL PERMIT	_____
ADMINISTRATIVE SITE PLAN	_____	ZONE CHANGE	_____
INLAND WETLANDS PERMIT	_____	REGULATION AMENDMENT	_____
INLAND WETLANDS PERMIT OR NON-REGULATED ACTIVITY	_____	VARIANCE/APPEAL	_____
		APPROVAL OF LOCATION	_____

PROJECT DESCRIPTION: _____

PROJECT NAME: _____

STREET ADDRESS OF PROPERTY: _____

IF ADDRESS NOT AVAILABLE, LOCATION: _____

PARCEL IDENTIFICATION NUMBER: _____ ACREAGE: _____ ZONING: _____

CORRESPONDENCE WILL BE SENT TO PRIMARY APPLICANT AS CHECKED BELOW:

NAMES, ADDRESSES & TELEPHONE NUMBERS

☐ APPLICANT: _____

_____ TELEPHONE: _____ FAX: _____

☐ APPLICANT'S AGENT (IF ANY): _____

_____ TELEPHONE: _____ FAX: _____

☐ OWNER/TRUSTEE: _____

_____ TELEPHONE: _____ FAX: _____

☐ ENGINEER/SURVEY OR / ARCHITECT: _____

_____ TELEPHONE: _____ FAX: _____

- Note: 1) TO BE ACCEPTED BY THE PLANNING DIVISION, THIS ENTIRE APPLICATION MUST BE COMPLETED, SIGNED, AND SUBMITTED WITH THE REQUIRED FEE(S) AND MAP(S) PREPARED IN ACCORDANCE WITH THE APPLICABLE REGULATIONS.
- 2) THE SUBMITTAL OF THIS APPLICATION CONSTITUTES THE PROPERTY OWNER'S PERMISSION FOR THE COMMISSION OR ITS STAFF TO ENTER THE PROPERTY FOR THE PURPOSE OF INSPECTION.
- 3) I HEREBY, AGREE TO PAY ALL ADDITIONAL FEES AND/OR ADDRESS SUCH COSTS DEEMED NECESSARY BY THE OFFICE OF PLANNING AND DEVELOPMENT SERVICES AS DESCRIBED IN PART THREE OF THIS APPLICATION.

SIGNATURE OF APPLICANT
OR APPLICANT'S AGENT

DATE

SIGNATURE OF RECORD OWNER
I HEREBY, CERTIFY THAT I AM THE OWNER OF THE
PROPERTY STATED ABOVE.

DATE

PRINTED NAME OF APPLICANT

PRINTED NAME OF RECORD OWNER

FOR OFFICE USE ONLY:

FEE RECEIVED: _____ WORK TYPE: _____ PROJECT # _____ PLANNER: _____ 4/07

PART TWO
(Attach to Part One)

PLEASE DESCRIBE HOW THE USE/MODIFICATION AFFECTS SECTION 8.3-8 OF THE ZONING REGULATIONS, PARTICULARLY WITH RESPECT TO THE PROPOSAL'S EFFECT ON THE APPROPRIATE AND ORDERLY DEVELOPMENT OF THE DISTRICT AND ADJACENT PROPERTIES, TRAFFIC CIRCULATION, AND IMPACT ON THE ENVIRONMENT. PROJECTS LOCATED IN DISTRICTS WITH SPECIAL DESIGN OBJECTIVES, OR SUBJECT TO PARTICULAR DESIGN REQUIREMENTS SHOULD ADDRESS POLICY CONSISTENCY ALSO.

[illegible]

(PLEASE SPECIFY TYPE: DWELLING UNITS, ROOMS, BEDS, SEATS, PERSONS)

**TOWN OF GROTON
SPECIAL PERMIT CHECKLIST**

A. SUPPLEMENTAL INFORMATION REQUIRED TO BE SUBMITTED WITH THE SPECIAL PERMIT APPLICATION

- ☐ A completed application and fee (\$400) with name(s), address(es), and signature(s) of applicant and owner(s) of record, requisite information, and project description;
- ☐ A statement describing the proposed use or uses.
- ☐ A location map at an accurate scale as depicted on the zoning map showing the subject property and all property and streets within 1000 ft. The map should include all lots and lot lines, all zoning district boundaries and all existing streets and roads.
- ☐ Five copies of a sketch plan indicating the boundaries of the property, location and height of all buildings and uses, location and arrangement of parking and loading spaces, location and description of all open spaces, screening and buffer area(s).
- ☐ Coastal site plan application and fee, if applicable. See planner for confirmation regarding this requirement.
- ☐ This checklist, completed by the applicant.
- ☐ Completed Plan of Conservation and Development Consistency Checklist (attached)

B. INFORMATION TO BE INCLUDED AS PART OF THE SPECIAL PERMIT PLAN

- ☐ A plan, at a reasonable scale, and on a sheet not less than 11" x 17", showing:
- ☐ Property boundaries with dimensions.
- ☐ Location and dimensions of all existing and proposed structures, driveways, walkways, and other significant, permanent, or natural features such as large trees, ledge/rock outcroppings, stone walls, steep slopes, wetlands, and flood plain.
- ☐ Location and layout of well, septic system, and other underground utilities, if present.
- ☐ Elevation drawings of sketches of proposed construction, and floor plans as appropriate.

TOWN OF GROTON
LAND USE APPLICATION

PART THREE
(Attach to Part Two)

Information Regarding Additional Fees for Processing Applications
Under Town Ordinance #267.

The Office of Planning and Development Services is authorized to create and implement reasonable and necessary procedures to address such necessary administrative costs and requirements noted below to accomplish the provisions of this ordinance. Please note that boards, commissions, councils, and departments of the Town of Groton are exempt from all fee requirements under this ordinance. Items toward which the Town may require additional services and/or payment of fees include provisions for direct costs of materials and services associated with work performed by professionals, other than Town employees, including but not limited to professional/consultant reports, third party professional certifications, stenographic and transcription services associated with an application, and such other required certifications as the case may be.

In addition, if an application is deemed by the Town staff or Board or Commission to be complex, the Town may charge an additional fee sufficient to cover the cost of reviewing and acting on the complex application. Such fee may include but not be limited to, the cost of retaining experts to analyze and review reports submitted by the applicant as part of the complex application. Any portion of the Complex Application Fee in excess of the actual costs incurred shall be refunded to the applicant after publication of the Board or Commission's decision as required by law.

Ordinance #267 is available at the Town Hall at 45 Fort Hill Road, Groton, CT at the office of the Town Clerk, and at the Town Hall Annex.

CONSISTENCY CHECKLIST



PROPONENT

PROPOSAL

COMMUNITY PARTICIPATION

- ☐ The proposed public action is proposed by or supported by the responsible agency as identified in the implementation tables.
- ☐ The proposed private activity is supported by other community groups and/or agencies.
- ☐ The proposed activity has been the subject of a public hearing.

SPECIFIC CONSISTENCY

- ☐ The proposed public action addresses a specific recommendation in the Plan, either a task or a strategy.

Yes	N/A	No

GENERAL CONSISTENCY

Does the Proposal Protect Natural Resources?

Does the Proposal Preserve Open Space?

Does the Proposal Protect Coastal Resources?

Does the Proposal Protect Historic Resources?

Does the Proposal Promote Community Character?

Does the Proposal Enhance Community Pride And Spirit?

Does the Proposal Enhance Physical Structure?

Does the Proposal Encourage Appropriate Residential Development?

Does the Proposal Encourage Appropriate Business Development?

Does the Proposal Diversify Transportation Options?

Does the Proposal Address Community Facility Needs?

Does the Proposal Enhance Infrastructure?

Does the Proposal Enhance Government Structure?

Does the Proposal Help Implement the Plan of Conservation and Development?
